

2020 2021
Staff Performance Evaluation Timeline
for Evaluation Period (06/01/20 – 05/31/21)

Targeted Dates	Activity
Staff Performance Evaluation Activities	
July 6 – July 23, 2021	<ul style="list-style-type: none"> ▪ Online supervisor/employee refresher training available ▪ Self-Appraisals entered by employees (1st level supervisors may begin evaluations as soon as Self-Appraisals are complete)
July 26 – August 27, 2021	<ul style="list-style-type: none"> ▪ Performance Evaluations entered by 1st level supervisors (2nd level supervisors may begin approval as soon as evaluations are entered)
August 30 – September 10, 2021	<ul style="list-style-type: none"> ▪ Performance Evaluations reviewed and approved by 2nd level supervisors
September 13 – September 30, 2021	<ul style="list-style-type: none"> ▪ Performance Evaluation meetings with employees

Highlights of Staff Performance Evaluation Notes and Rules:

- The 2020/2021 Performance Evaluation review period is June 1, 2020 – May 31, 2021.
- Supervisors will complete a performance evaluation for all regular full-time and regular part-time employees hired prior to May 1, 2021.

Note: Created June 30, 2021. Subject to change